

# Specifications: The Other Half of Your Construction Documents



A CTASLA Continuing Education Program

Thursday, May 31, 2012 • 8:00 a.m.-12:00 p.m.

AIA Connecticut, 370 James Street, New Haven, CT

## SCHEDULE

8:00-8:30: Registration / Continental Breakfast / Exhibitors

8:30-9:15: Specification Writing Basics – Vincent Rico, Rico Associates

- Differences between “Project Manual” and “Project Specifications”
- Basic spec language
- Methods of specifying
- Spec formats
- Understanding CSI 3 part section format
- Div. 00 and Division 01 overview
- Organizing specs into 2004 CSI Divisions
- Coordination between drawings and specifications
- Making changes to specifications

9:15-9:45: Working With A Specifications Consultant – Vincent Rico, Rico Associates

- Consultant’s role as your spec writer
- Request for fee proposal
- Early involvement of spec writer on projects
- Project team coordination
- Specification development process
- Specifications development for the federal government (SpecsIntact)
- CSI 1995 format vs. 2004 format
- 2012 Masterformat revisions

9:45-10:00: Q&A – Vincent Rico, Rico Associates

10:00-10:30: Specification Procedures for ConnDOT/Federal Projects – Scott Bushee, P.E., Conn. Department of Transportation

- When is a specification needed?
- The ConnDOT specification system:
  - 816 standard specifications
  - Supplemental specifications
  - Owned special provisions
  - Special provisions
- Types of specifications
- Components of a specification
- Use of proprietary items

10:30-10:50: Break / Exhibitors

10:50-11:30: Specifications in Practice – Kent Schwendy, Fuss & O’Neill, Inc.

- How to write specs in-house
- How to coordinate with your fellow designers
- What if one designer is not providing written specs?
- Examples of spec books and the outcomes

11:30-noon: Labeling and Notating Drawings – Jane Didona, Didona Associates Landscape Architects

- How specifications influence drawings
- Spec writing standards for New York State
- Experiences from the field

## REGISTRATION INFO

CEU’s: Program registered for 3.5 CEU credit hours with LACES and AIA-CES

COST: \$75 ASLA, AIA, Engineers  
\$95 Non-Members  
\$45 Students (ID required)  
\$250 Exhibitors



DEADLINE: May 30, noon (online) or May 28 (checks)

To register online with your credit card, go to [www.ctasla.org/specs.htm](http://www.ctasla.org/specs.htm). Or complete this form and return with your check payable to “CTASLA” to: J.M. Communications, 125 South Street, Ste. 281, Vernon, CT 06066.

No refunds after May 28.

Questions? Send email to [executivedirector@ctasla.org](mailto:executivedirector@ctasla.org).

## REGISTRATION FORM

Name: \_\_\_\_\_

ASLA/AIA Number (if applicable): \_\_\_\_\_

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Email Address: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_

Members attending @ \$75 each = \$ \_\_\_\_\_ total

Non-Members attending @ \$95 each = \$ \_\_\_\_\_ total

Students attending @ \$45 each = \$ \_\_\_\_\_ total

Exhibitors attending @ \$250 each = \$ \_\_\_\_\_ total

Breakfast Sponsor:



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